

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 AUG -7 PM 1:22

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Monica H Popp
Employing Office/Committee: Office of the Senate Majority Whip
Travel Expenses Paid by (List all sources): _____
Travel Date(s): _____
Description/Title of Attached Forms: Attaching Form RE-1, Pre-Travel Auth

Purpose of Amendment (describe the reason for amending original submission): Requested by The Select Committee on Ethics

8/7/2018
(Date)

M.H. Popp
(Signature of Traveler)

Date/Time Stamp:

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Form RE-1

Subject: Post-Travel Submission—Hoover Institution 2018
Date: Tuesday, August 7, 2018 at 12:31:32 PM Eastern Daylight Time
From: Lenz, Joseph (Ethics)
To: Popp, Monica (Cornyn)
Attachments: MAJ WHIP-Popp - Final RE-1 - Hoover Inst 2018.pdf

Dear Ms. Popp,

The Select Committee on Ethics (the Committee) has received a copy of your post-travel submission from the Office of Public Records (OPR). After reviewing your submission, we have identified the following issue(s) that must be corrected in order to complete the post-travel process and close your file. Please find detailed instructions below on how to correct these issues. Submit the appropriate materials directly to OPR in SH-232.

Form RE-1 (Employee Pre-Travel Authorization)

You did not submit the required copy of the final Form RE-1. To assist you for this trip, I have attached a copy of your final Form RE-1, which was approved by the Committee as part of your pre-travel packet. Please print the Form RE-1, and submit it to OPR with the Cover Sheet for Amendment of Post-Travel Submission (link provided below). In the future, please ensure that you keep a copy of your final submitted pre-travel packet.

General Instructions

1. **Submit ONLY the document(s) you are amending. Do not re-submit your entire post-travel submission.**
2. Complete, print, and sign the Cover Sheet for Amendment of Post-Travel Submission (link provided below)—this Cover Sheet must be filed with your amendment with OPR.
3. Take your corrected documents and Cover Sheet for Amendment of Post-Travel Submission directly to OPR in SH-232.

For your reference, I have included the link for the Employee Privately-Sponsored Travel Checklist below to assist you with any future post-travel submissions.

Please keep in mind that every post-travel submission to OPR becomes part of the public record, and that even amending only adds to the public record. Therefore, you should ensure that you thoroughly review all materials prior to submission.

The Committee appreciates your cooperation in this process. Should you have any questions, or need

any assistance in completing the post-travel process, please feel free to contact me via this email or at 202-224-2981. Additionally, if there were any changes to your trip, please contact the Committee immediately.

Cover Sheet for Amendment of Post-Travel Submission
Employee Privately-Sponsored Travel Checklist

Sincerely,
Joseph Lenz
Staff Assistant
Senate Select Committee on Ethics
220 Senate Hart Building
Washington, DC 20510
(202)224-2981

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